



# United Nations Educational, Scientific and Cultural Organization

## Director, Procurement Division Sector for Administration (ADM-245, D-1)

### Main responsibilities

Within the delegated authority and under the direct supervision of the Assistant Director-General for Administration the incumbent will be in charge of the Procurement Division. In particular, he/she will:

Implement the procurement division reform programme to strengthen the procurement advisory capacity and internal controls; establish and implement coherent and responsive procurement policies, standardized procedures, practices and tools; establish accountability for fiduciary roles performed; promote partnership within and outside the Organization; develop and maintain effective liaison channels and relations with the United Nations common system and other international organizations to coordinate related contractual interests and procurement activities; and enforce proper acquisition planning and strategically manage acquisition and procurement activities of the Organization.

The incumbent will: direct and coordinate the work of the Procurement Division; plan, formulate and implement the substantive work programme and budget of the Division, determining priorities and allocating resources for the completion of outputs and their timely delivery; oversee the management of activities undertaken by the Division.

He/she will: undertake or oversee the programmatic/administrative tasks necessary for the functioning of the Division, including preparation of budgets; assign and monitor performance parameters; report budget/programme performance; evaluate staff performance.

The incumbent will also: contribute to the formulation of the Organization's overall strategies related to procurement; develop and implement the strategic direction of the Division; acting, as required, in an advisory capacity to the ADG/ADM; advise and intervene in negotiations of complex contracts to ensure that quality/cost requirements and the interest of the Organization are fully safeguarded.

He/she will provide leadership and guidance on policy and procedure issues to procurement staff; coordinate and oversee the delivery of procurement training programmes as a means to further strengthen delegation of authority and accountability and introduce innovative and/or change management within the domain of Procurement.

The incumbent will coordinate and oversee the preparation of reports for presentation to the governing bodies; represent UNESCO in intergovernmental and expert bodies that oversee procurement matters; chair meetings, seminars, etc., on substantive related issues.

### Qualifications and experience

- Advanced university degree(s), (Master's degree or equivalent) in Business Administration, Commerce, Engineering, Finance, Law, Public Administration or equivalent.
- At least 15 years of extensive international experience and with increasing level of responsibility in the field of public procurement, preferably within the United Nations system or similar public entities.
- Proven positive record (minimum 5 years) of managing large-scale international procurement projects, preferably in

the field of education, science, culture and communication, including project planning and analysis, human resource management and financial control.

- Advanced computer skills. Knowledge of ERP systems (SAP) an advantage.
- Excellent drafting ability and communications skills.
- Excellent command of written and spoken English or French and good command of the other language.

### Competencies

The successful candidate should be able to demonstrate the following competencies:

- Strategic planning and management abilities, including capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control;
- Ability to take initiative and maintain effective working relationships with people of different nationalities and cultural backgrounds;
- Capacity to provide intellectual leadership to guide staff and motivate teams in a multicultural environment;

- Ability to communicate effectively and persuasively, orally and in writing;
- Proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to integrate the Division's work into the Organization's work programme.
- Demonstrated integrity and ability to stand by decisions that are in the Organization's interest.

### Terms and conditions

The post is at grade D-1 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$160,190 (with dependants) or \$148,300 (without dependants) per annum, exempt

from taxation. In addition, UNESCO offers an attractive benefits package, including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

### How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, showing their nationality, date of birth and gender, to: Chief, Recruitment and Staffing Section, Bureau of Human Resources Management, UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP, France.

**An assessment centre may be used in the recruitment process for this post.**

Applications should reach UNESCO **before 15 March 2008**. Please quote post number **"ADM-245"**.

**THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.**

**Applications from qualified women candidates are encouraged, as are applications from under- or non-represented Member States**